

FIG. 1



42

## Online Applications

### *Before You Apply...*

52 → 1-Create Your Account

68 → 2-Directions & Information

72 → 3-Apply to Lewis & Clark College

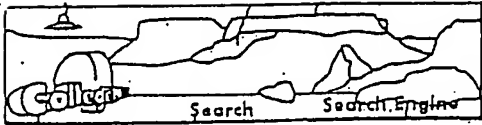
### *After You Apply...*

74 → Review Your Personal Log

76 → Change Your Password

36

FIG. 2



College Bound Students:

If only getting classes were this easy.

Click into Educaid®

## CollegeNET Online Application Schools

APPLY

Online Application available now

APPLY

Online Application under construction

Four year US colleges

Matching schools: 1

APPLY

Lewis & Clark College  
Portland, OR

38

CollegeNET®

©1997 Universal Algorithms, Inc.

40

FIG. 3

54  
↓

42

---

## Create a New Apply Web Account

Once created, your account can be used to save and re-edit all of your applications on the ApplyWeb system, as well as submit your applications to the admissions department. Be sure to remember your username and password.

---

### User Info

The information you enter here will be automatically entered into each ApplyWeb application that you complete. We recommend you use your full legal name. You will not be able to change your name information once you have created your account, so please fill in these fields as you would like them to appear on an actual application.

Last Name:

First Name:

Phone (XXX-XXX-XXXX):

E-mail Address (opt):

---

### ApplyWeb Username

Enter up to 8 characters for your desired username below. Lowercase letters & numbers only.

Note when choosing a user name: Your user name will be a part of your user id when your application is sent to an admissions office.

Username:

### ApplyWeb Password

Enter your password twice - be sure there were no mistakes.

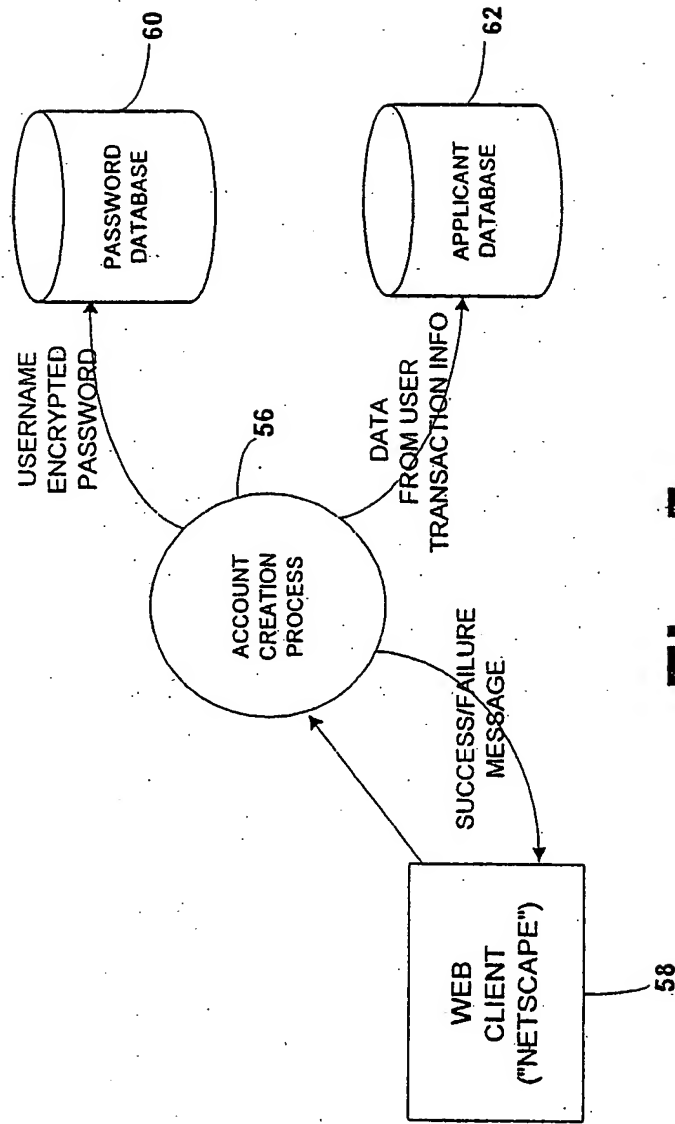
Passwords must be at least 7 characters. Spaces are not allowed.

New Password:

New Password (again):

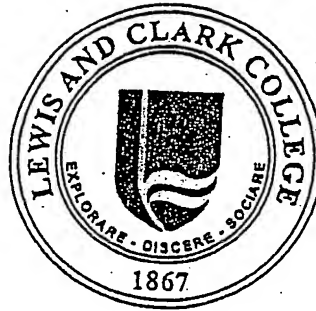
---

FIG. 4



**Fig. 5**

70



42

Welcome! Your new account has been created and is available for all college applications on the ApplyWeb system. Please make a note of your username and password as your account will not be accessible without them.

## Directions and Information

### Application Features

- No checks to write! You pay your application fee on-line.
- You can complete the application over multiple sessions.
- Your data is securely stored and transmitted.
- You'll save time by not having to retype data on different forms.
- You'll know immediately when the school receives your application.

### Instructions Menu

- [Application Instructions](#)
- [Hints for filling out applications](#)
- [If you have problems accessing web forms](#)
- [Web application features](#)
- [Scholarship Eligibility](#)

### Go to Step 3:

- [Apply to Lewis & Clark College](#)

Find out how to become eligible for a [scholarship](#)!

## Application instructions

### 1. Establish your account.

Enter your account information exactly as instructed on the form.

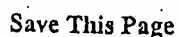
Click

Write down your user name and password for future reference when re-entering this system.

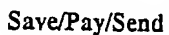
### 2. Fill out your application.

You can complete your application in any order and save your work and come at a later time - Even from a different computer! When you've completed the application or are ready to exit, click

FIG. 6a

 Save This Page

to save only click

 Save/Pay/Send

to file your completed application.

If your application has more than one page, use 'Save and go to page:

to move to another page.

All of your saves and transmissions are logged in your Personal Log for your review.

3. Make corrections to your data

You may see a Data Correction Page when you move from page to page or chose

 Save/Pay/Send

These appear if you have omitted a required field or entered data incorrectly.

Changes you need to make appear in red text. Simply enter the correct data, scroll down to the bottom of the page and click

 Make These Corrections

4. Save/Pay/Send your application.

When you have completed your application, click the

 Save/Pay/Send

button at the bottom of

the last page. This saves your data in its final form and takes you to the payment screen where you pay your application fee on-line.

NOTE: The application is not sent to the school until your payment is authorized.

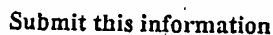
5. Pay your application fee on-line.

When you click

 Save/Pay/Send

, you are taken to the payment screen where you fill in your

credit card information. Fill in all the information, including the complete credit card number, expiration date, and card billing information, and click

 Submit this information

*Security Information:* All your credit card information is encrypted while it goes between your browser and our server, as well as during authorization. None of this information is stored in our database.

Once payment is authorized your application is on its way to the school and you will not be able to change data on your application for that term.

6. Close your browser program when you're ready to end your Web session. This clears your password and secure connection.
7. To re-enter your application form:  
Return to the Application Menu and click on the application you would like to complete.  
Enter your user name and password when prompted.
8. Check your Personal Log to print a copy of your application (once payment has been authorized) or to find out if a school has received it yet.

Hints for filling out applications

- Use the correct postal code for US state and Canadian province names. ([view codes](#))
- Use the correct internet country code for country abbreviations. ([view codes](#))

**FIG. 6b**

The "(view codes)" link opens a new browser window. To return to your application simply close the new window

- Fill in high school, college, and job information in reverse chronological order. For example, in a table where you're asked to list the high school you've attended, write the most recently attended one in the top row of the table, the next most recently attended in the second row, and so on.
- Separate digits in social security and telephone numbers with dashes only, no slashes or parentheses.
- Be sure to check your application carefully before sending it!
- There are usually other requirements for admission such as having transcripts, test scores, or recommendations sent to the school. Be sure to fulfill these requirements as well as submitting your application.

### If you have problems accessing web forms

If you encounter problems accessing web application forms, it may be because you need to download a later version of your browser program. To determine if this is the problem and to download a new version if needed:

1. Access the [Browser Diagnostic form](#).
2. Follow the instructions on the Debug form to test your current browser and download a later version if you need to.

### Web Application Features

- The web application server stores the information you enter under the private user name and password you establish.
- Nothing you enter on an application form is sent to the institution until you transmit it. That means you can set up your account, fill out information on an application form, change it, and save it free of charge and without worry of disclosing information to the institution before you're ready.
- You don't have to complete an application in one sitting. For example, you can start working on an application at your library's web terminal, save your work, recall it from your web terminal at home, and continue working from there. Wherever you have access to the web, you have access to the information you've saved.
- When you fill out more than one application form, ApplyWeb automatically enters common information you filled in on the first form in all subsequent forms. For example, if you've entered your name and address on an application form and saved it, ApplyWeb will automatically write that information on the next form you call up (assuming, of course, that the next form also has name and address fields). Also, if you change the information on one form, it's changed on all others. This feature can save you a lot of time and typing when you're applying to more than one ApplyWeb institution.
- Your data is transmitted securely over the Internet. The information you enter is encrypted and secure when you save it and when you send it. Although general data collected on the system may be used in statistical studies and reports designed to assist institutions with planning, any information bearing your personal identification is only disclosed to the institutions you send it to.

FIG. 6c

70

- When you save or transmit application information, a note appears in your Personal Log. You can easily check your Personal Log to see a record of your system activity. Your Personal Log also tells you when an institution has acknowledged receipt of your application.

## Scholarship Eligibility

- Upon submitting your web application you become automatically eligible for a number of scholarships awarded by CollegeNET. In 1997, these awards totaled \$9,000. For details visit [www.CollegeNET.com/scholarships/](http://www.CollegeNET.com/scholarships/).

Go to Step 3:

72 → Apply to Lewis & Clark College

FIG. 6d

82



42

## Application Options

### Lewis & Clark College

- 84 → • Application Instructions  
Read this section carefully before completing the application
- 86 → • Application

### Supplemental Form (please print)

- 92 → • Counselor's Report
- 92 → • Teacher's Recommendation

Main Menu

FIG. 7



We welcome your interest in Lewis & Clark College and are glad that you've chosen to apply to the College using CollegeNet. We look forward to working with you in the admission process. We have outlined a variety of application options below. We have also provided a checklist of credentials required for a complete file for first-year and transfer applicants. Please read this information carefully, print it out and keep it for future reference. Completed references, transcripts, test scores, and other documents will be added to your file as they arrive.

If you have any questions about the College or the application process, please contact us. We will be glad to assist you. Since several parts of your application will need to come to us in paper (i.e. recommendations, transcript), these documents should be addressed to:

Office of Admissions  
Lewis & Clark College  
0615 S.W. Palatine Hill Road  
Portland, Oregon 97219-7899

## First - Year Application Options

### Early Action (Nonbinding) : Fall Semester

*1997-98: 614 applied, 574 admitted (93%)*

Students who have determined early in the fall that Lewis & Clark is among their top choices should use the Early Students Action Plan. Applicants under Early Action must apply and submit all supporting documents by December 1. Notification of the Admissions Committee's decision will be mailed by January 15. Admitted students may submit the reservation deposit any time before May 1.

### Regular Decision: Fall Semester

*1997-98: 2,701 applied, 1,645 admitted (61%)*

Students who select this option should apply and submit all supporting documents by February 1. Notification of the Admissions Committee's decision will be mailed no later than April 1. Students whose applications are received after February 1 may be notified after April 1. To ensure a place in the class, admitted students must submit the reservation deposit by May 1.

### Regular Decision: Spring Semester

*Spring 1998: 20 Applied, 13 admitted (65%)*

Students seeking admission for the spring semester should apply and submit all supporting documents by December 1. Notification of the admission decision will be made as soon as possible after all required materials have been received. Admitted students must submit their reservation deposit within two weeks of the date on their letter of admission.

## Transfer Admission

*1997-98: 287 applied, 149 admitted (52%)*

We welcome the diversity and maturity transfer students bring to the College. Transfer applicants can apply for either fall or spring semester and are evaluated on a rolling basis. Notification of the admission decision will be made within three weeks after all required materials have been received. Some transfer applicants decide later in the spring to apply; they are encouraged to get all credentials to us as soon as possible to ensure a smooth transition to the College. Late spring and early summer applicants may find financial aid resources and housing options limited. Please note that the priority filing deadline for financial aid is March 1. Applicants for spring semester must submit all credentials by December 1.

## Portfolio Path to Admission

Lewis & Clark has offered this alternative application plan since 1991. The key elements of the Portfolio Path, in addition to the requirements on the checklist that follows, are the submission of three academic teacher recommendations and at least five samples of academic work. Students also have the option of requesting that their school remove standardized test scores from transcripts before they are submitted to Lewis & Clark. Portfolio materials must include at least one graded writing sample. Other materials may include, but are not limited to: term papers; personal journals; science projects or lab reports; essay tests; audio, video, or slide examples of talent in the fine arts. Students sending original work they wish to have returned should include an appropriate self-addressed, stamped envelope, tube, or other shipping container.

## International Students

Applicants to the undergraduate program (or to both the undergraduate program and the Institute for the Study of American Language and Culture) who do not hold U.S. citizenship or Permanent Residency may request an International Student Application from the Office of International Student Services ([iso@lclark.edu](mailto:iso@lclark.edu)). This application may be obtained in hard copy or downloaded from the international student admissions home page on the Lewis & Clark Web Site.

International students attending school in the United States or international schools abroad can also use the application materials provided here. In addition to these materials, however, each international student applicant is required to submit a Certificate of Financial Responsibility. This form is available on request from the Office of International Student Services ([iso@lclark.edu](mailto:iso@lclark.edu)) or from their Web Site. All applicants who are not U.S. citizens or Permanent Residents should submit their application materials to:

International Student Services  
Lewis & Clark College  
0615 S.W. Palatine Hill Road  
Portland, Oregon 97219-7899  
Phone: 503-768-7305  
Fax: 503-768-7301  
Internet: [iso@lclark.edu](mailto:iso@lclark.edu)  
WWW: <http://www.lclark.edu/~iso/admit.html>

Staff members of this office can answer questions about Lewis & Clark academic and campus life programs, the admission process, immigration, or any other topics relevant to an international student's planning.

## First-Year Student Application Checklist

To have your application file considered, you must submit the following materials according to the schedule of your preferred application option described above.

FIG. 8b

**Submit Electronically -**

- \* Application with essay.
- \* \$45 application fee (\*Please note: students requesting a waiver of the application fee should contact the Office of Admissions for a hard copy of the admissions application, or download a copy from our Web Site. CollegeNet will not process your application if the fee has not been submitted.)

**Print Forms and Submit -**

- \* Counselor's Report form.
- \* Teacher's Recommendation form, completed by the teacher of an academic course (English, mathematics, science, foreign language, history, or social studies) taken in your junior or senior year. If you have chosen the Portfolio Path admission program, three academic teacher recommendations are required. Please duplicate the form provided.

**Request From High School or Testing Agency -**

- \* Official high school transcript.  
Early Action (December 1) candidates must submit a transcript including grades from 9th through 11th grade and a complete list of courses in which they are enrolled during their senior year.  
Regular Decision (February 1) candidates must submit the same as above plus grades from the first marking period of the senior year (A copy of your report card is acceptable).
- \* Seventh-semester transcript. All first-year applicants must submit this for review by the Admissions Committee as soon as it is available.
- \* SAT I and/or ACT scores. These are considered official if reported on the high school transcript. Students applying via the Portfolio Path may choose to have their counselors remove the scores from their records before submission to Lewis & Clark.

**Transfer Application Checklist**

To have your application file considered, you must submit the following materials according to the schedule of your preferred application option described above:

**Submit Electronically -**

- \* Application with essay.
- \* \$45 application fee. (\*Please note: students requesting a waiver of the application fee should contact the Office of Admissions for a hard copy of the admissions application, or download a copy from our Web Site. CollegeNet will not process your application if the fee has not been submitted.)
- \* Letter explaining your reasons for wanting to transfer to Lewis & Clark at this time.

**Additional Required Credentials -**

- \* Official college transcript(s) from each college or university attended.
- \* Official high school transcript showing graduation (required of all transfer applicants).
- \* SAT I and/or ACT scores (on a secondary school transcript or from the testing agency) unless you will have completed 60 semester (95 quarter) credits of transferable course work prior to enrollment at Lewis & Clark. Students applying via the Portfolio Path are not required to submit these scores.
- \* Teacher's Recommendation form to be completed by a college professor. If you have chosen the Portfolio Path admission program, three teacher recommendations are required. Please duplicate the form provided.
- \* Dean of Students form. We will mail you this form when we receive your application.

**First-Year and Transfer Students Applying for Need-Based Financial Aid**

All applicants for financial aid must submit the Free Application for Federal Student Aid (FAFSA) to the federal processing center. The FAFSA is available in your college counseling office in November. You can also access the FAFSA through the Web at [www.ed.gov/offices/OPE/express.html](http://www.ed.gov/offices/OPE/express.html). Please note that the results of the FAFSA must be received in the Office of Student Financial Services by March 1, 1999, to receive priority consideration. This means that the FAFSA should be filed with the federal processor by February 1, to allow for three to four weeks' processing time. Students may file after this date, but late applications will be reviewed subject to availability of funds. Transfer students who have taken college courses prior to applying to Lewis & Clark must contact the financial aid office at each college or university attended and request that a Financial Aid Transcript be sent to:

Office of Student Financial Services  
Lewis & Clark College  
0615 S.W. Palatine Hill Road  
Portland, Oregon 97219-7899

This form is required whether or not you received financial aid at that institution.

Lewis & Clark's Title IV (FAFSA) code number is 003197.

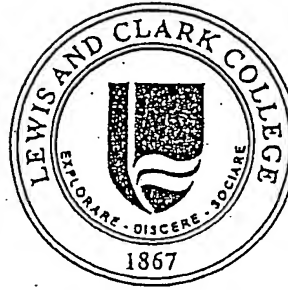
### Admissions Essay

The essay helps us get acquainted with you in ways different from courses, grades, test scores, and other objective data. It also enables you to demonstrate your ability to organize thoughts and express yourself. This is a very important part of the admission process.

In not more than one thousand words, please write an essay about one of the following topics listed below.

- 1) Describe a significant person or experience that has had a profound effect on your life, and describe that effect.
- 2) Discuss some issue of local, national, or international concern and its importance to you.
- 3) Describe a specific situation or experience that led you to question your values or change one of your strongly held opinions. How did you change as a result of the experience?
- 4) What character in a book you've read can you relate to best? How do you see yourself in this character?

Transfer applicants: You must also write a letter on your reasons for wanting to transfer to Lewis & Clark College at this time.



Lewis & Clark College  
Application for Admission, Page 2  
Fee: \$45.00

Office of Admissions  
0615 S.W. Palatine Hill Road  
Portland, Oregon 97219-7899  
Phone: 503-768-7040

Toll-Free: 800-444-4111  
Fax: 503-768-7055  
Internet: admissions@lclark.edu  
World Wide Web: http://www.lclark.edu

Admissions Plan:

Early Decision (binding)  
Early Action (nonbinding)  
Regular decision

Applicant status:

First-year student  
Transfer student  
Portfolio Path? Yes No

Residence Plans:

Entry date:

Residence hall  
Commuting student

Personal

Last/Family Name:

First:

Middle:

Gender: Male Female

Preferred name or nickname:

Former last name(s), if any

Permanent address:

Street:

Box/Apt:

City:

State/Province:

Zip/Postal Code:  Current telephone (area code) + number

E-mail address:

Fax#:

If different from above, please give your mailing address for all admissions correspondence:

Street:

Box/Apt:

City:

State/Province:

Zip/Postal code:

Phone at mailing address:

↙

Social Security #:  Date of birth (MMDDYY):

What country are you a citizen of? (view codes)

Religious affiliation (optional)

If not a U.S. citizen, are you a Permanent Resident? Yes No Visa type

Have you previously applied to Lewis & Clark? Yes No

If yes, for which term/year?

Will you be a candidate for need-based financial aid? Yes No  
(Financial aid is not a factor in the admission decision process. Indicating "yes" will allow us to send the required IDF packet.)

If yes, FASFA and IDF forms were/will be filed on:

(See application instructions for important deadline information.)

Name of your current school:

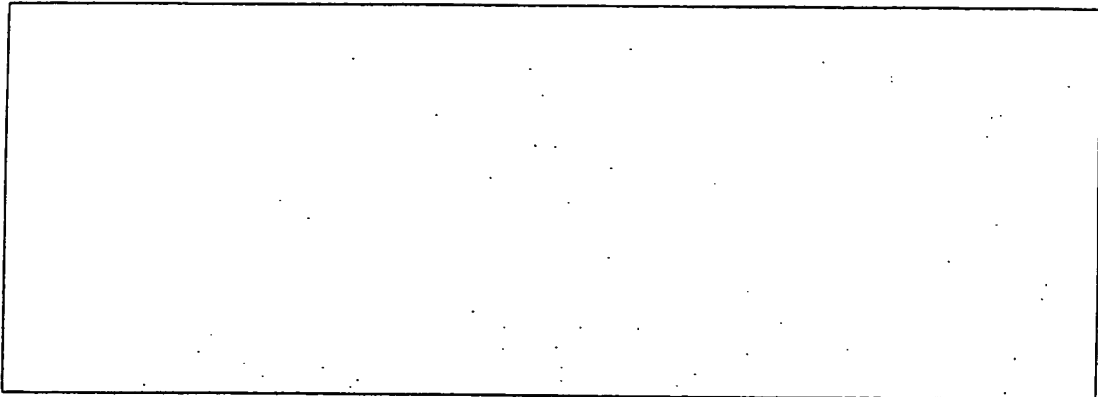
Type of School:

For first-year students only:  
Name of high school counselor:

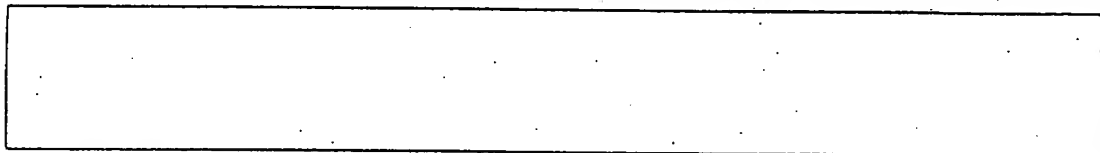
Office telephone:  School Fax #:

High School CEEB code number:

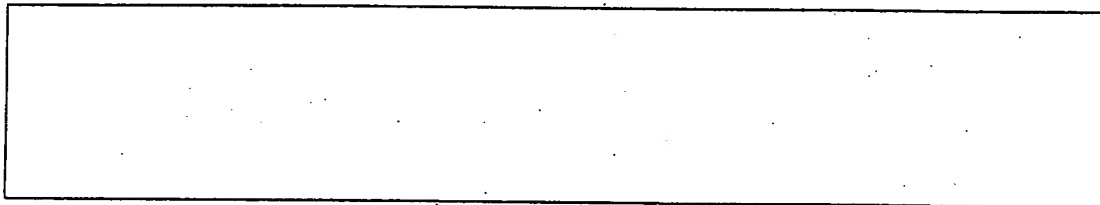
If you're not currently attending school, please tell us what you're doing.



Please list any relatives who may have attended Lewis & Clark, give their name, relationship, class (if known).



What influenced you to apply to Lewis & Clark?



Have you ever visited the Lewis & Clark campus? Yes No If yes, when? (MMDDYY)

Save and	2	3	4	Page 1		Save this Page	
----------	---	---	---	--------	--	----------------	--



*Lewis & Clark College*  
*Application for Admission, Page 2*  
*Fee: \$45.00*

### Education

Please list all the secondary schools including summer schools, programs, and institutes you have attended, grades 9-12, most recent first.

Name of School	City	State	Date Begin (MMYY)		Date End (MMYY)	

Please list all colleges and universities you have attended, most recent first. Please have an official transcript sent from each institution.

Name of School	City, State	Quarter or Semester system	Date Begin (MMYY)		Date end (MMYY)	

### Academic Interests

Areas of study We realize this may change as you progress through college. Please indicate first and second choice of possible interest areas. If you have more than two, please indicate an undecided area.

First Choice

Second Choice

Overseas/Off Campus If more than one, please indicate first and second choices.

First Choice:

No interest	Australia/New Zealand	Africa	Washington, D.C.	East Asia
South/Southeast Asia		Eastern Europe/Russia and the Republics		New York City
Southern/Central America		Western Europe		

Second Choice

No interest	Australia/New Zealand	Africa	Washington, D.C.	East Asia
South/Southeast Asia		Eastern Europe/Russia and the Republics		New York City
Southern/Central America		Western Europe		

Curricular Interest

Activities Please choose any of the following activities offered at Lewis & Clark in which you plan to participate.

Forensics

☐ debate, oratory, extemp, oral interpretation, or impromptu

Media

☐ Literary Review

☐ Meridian cross-cultural journal

☐ Pioneer Log newspaper

☐ KLC radio station

☐ Yiem Kimtah yearbook

☐ LCTV video and film group

Music

☐ choral groups, chamber music, keyboards, orchestra, and jazz, wind, string, or brass ensemble

Student activities

☐ admissions volunteer

☐ College Outdoors

☐ community service

☐ intramurals

☐ peer tutoring

☐ student government

Theatre

☐ acting, dance, directing, lightening, set design, tech

Varsity Sports

☐ baseball

☐ basketball

☐ cross country

☐ Football

☐ golf

☐ softball

☐ swimming

☐ tennis

☐ track and field

☐ volleyball (women)

Club Sports

FIG. 10b

- ☐ crew
- ☐ lacrosse
- ☐ martial arts
- ☐ rugby
- ☐ sailing
- ☐ skiing
- ☐ soccer
- ☐ volleyball (men)

Save and	<div>1</div>	<div>3</div>	<div>4</div>		Page 2		Save this Page	
----------	--------------	--------------	--------------	--	--------	--	----------------	--

FIG. 10c



*Lewis & Clark College*  
*Application for Admission, page 3*  
*Fee: \$45.00*

**Family Information**

Father Last/Family Name:  First:   
Street:  City:   
State/Province:  Zip/Postal Code:  Living: Yes ☐ No ☐  
Occupation/Title:  Employer:   
Daytime phone:   
College(s):  Degree(s) Earned:   
Grad Year:   
Professional or graduate school:  Grad Year: 19   
Degree(s) Earned:

Mother Last/Family Name:  First:   
Maiden Name:   
Street:  City:   
State/Province:  Zip/Postal Code:  Living: Yes ☐ No ☐  
Occupation/Title:  Employer:   
Daytime phone:   
College(s):  Degree(s) Earned:   
Grad Year:   
Professional or graduate school:  Grad Year: 19   
Degree(s) Earned:

Are your parents: Married Separated Divorced Widowed  
If not with both parents, with whom do you make your permanent home? (Name and relationship)

Please give names and ages of your brothers and sisters. If they have attended college, give the names of the institutions attended, degrees, and approximate dates:

**FIG 11a**

The following items are optional:

Birthplace (City, State, Country) [view codes]:

Martial Status:

Father's Birthplace (City, State, Country) [view codes]:

Mother's Birthplace(City, State, Country) [view codes]:

What is your first language, if other than English?

How would you describe yourself?

Ethnic Origin:

### Scholastic Information

Please indicate your test plans and results below. Be sure to have test scores sent by the testing agency or your secondary school as soon as they are available.

#### SAT I

Test date (MMYY)		Verbal	Math

Next date to be taken

#### ACT

Test Date (MMYY)	Composite

Next date to be taken

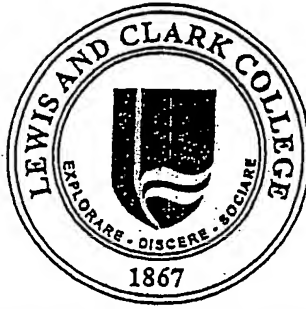
Save and go to page

124

Page 3

Save this Page

FIG 11b



**Lewis & Clark College**  
**Application for Admission, page 3**  
**Fee: \$45.00**

Briefly describe any academic distinctions or honors you have won in grades 9-12, or while in college.

--

**Extracurricular and Personal Activities.** Please list your principal extracurricular , community, and individual activities in order of their interest to you, most important first.

**FIG 12a**

Activity	Type	School years or Post-secondary (PS)					Approximate time spent		Positions held, honors won, or letters earned	Do you plan to participate in college?
		9	10	11	12	PS	Hours per week	Weeks per year		
										Yes No
										Yes No
										Yes No
										Yes No
										Yes No
										Yes No
										Yes No
										Yes No

Please list any study, travel, work, volunteer, or other experience you have had in the past three years, most recent first.

Specific nature of experience	Location	Begin dates (MMYY)		End dates (MMYY)		# hours spent per week

In space below, briefly discuss which one of your activities (extracurricular, personal, or work experience) has had the most meaning for you, and why.

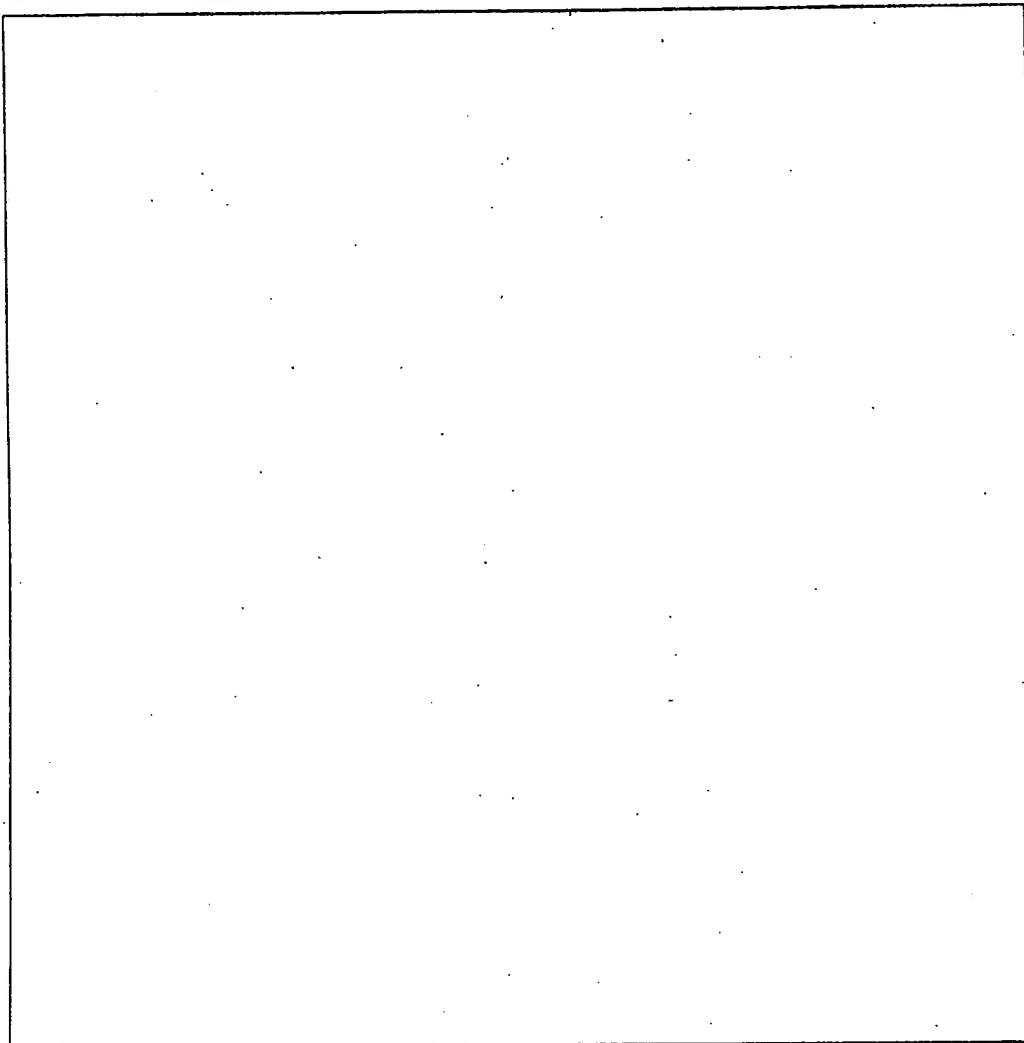
FIG 12b

## Essay/Personal Statement

The essay helps us become acquainted with you in ways different from courses, grades test scores, and other objective data. It also enables you to demonstrate your ability to organize your thoughts and express yourself. This is a very important part of the admission process and we encourage you to respond thoughtfully.

Please write an essay about one of the following topics listed below.

- 1) Describe a significant person or experience that has had a profound effect on your life, and describe that effect.
- 2) Discuss some issue of local, national, or international concern and its importance to you.
- 3) What living person would you most like to invite to dinner and why? What would you talk about?
- 4) What character in a book you've read can you relate to best? How do you see yourself in this character?



*Transfer applicants:* You must also write a letter on your reasons for wanting to transfer to Lewis & Clark College at this time.

FIG 12c

By checking 'Yes' below indicates that all the information I submit for my application is complete, factually correct, and honestly presented.

Yes    No

Date: (MMDDYY)

Lewis & Clark adheres to a nondiscriminatory policy with respect to employment, enrollment, and program. The College does not discriminate on the basis of race, color, creed, sex, national origin, age, handicap, or disability, sexual orientation, or marital status and has a firm commitment to promote the letter and spirit of all equal opportunity and civil rights laws.

Save and go to page	<input type="text"/> 1	<input type="text"/> 2	<input type="text"/> 3	Page 4	<input type="text"/>	Save this Page	<input type="text"/>
---------------------	------------------------	------------------------	------------------------	--------	----------------------	----------------	----------------------

FIG 12d

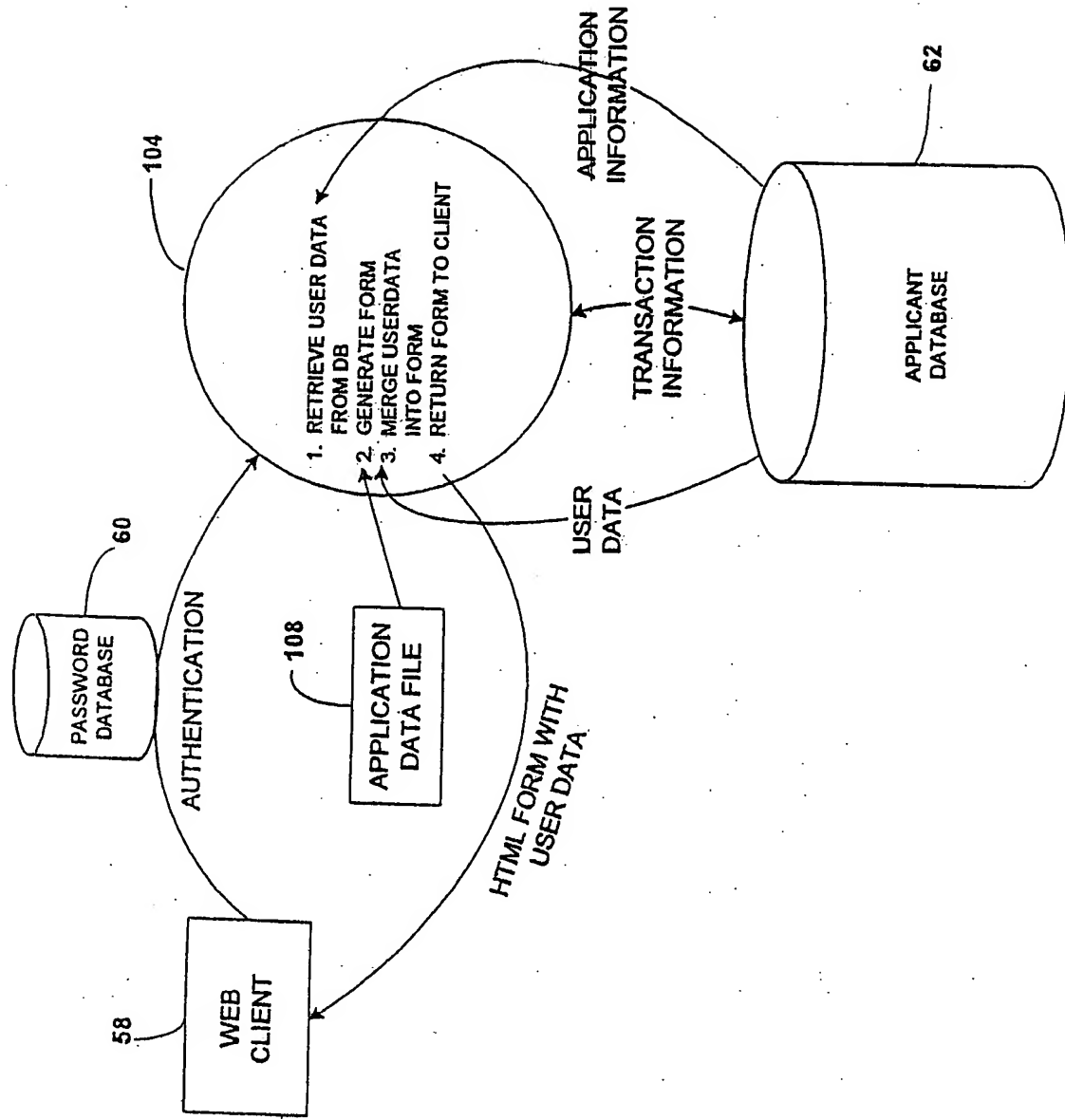


Fig. 13

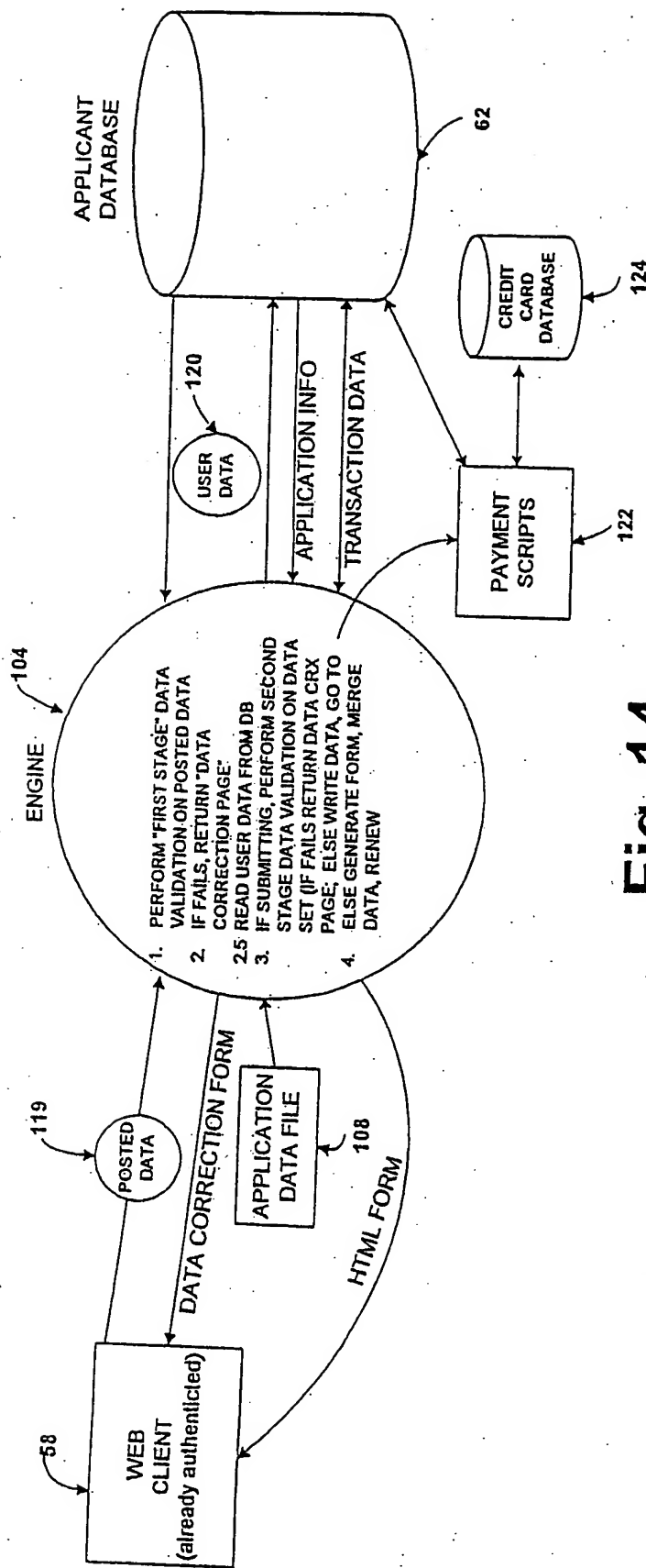


Fig. 14

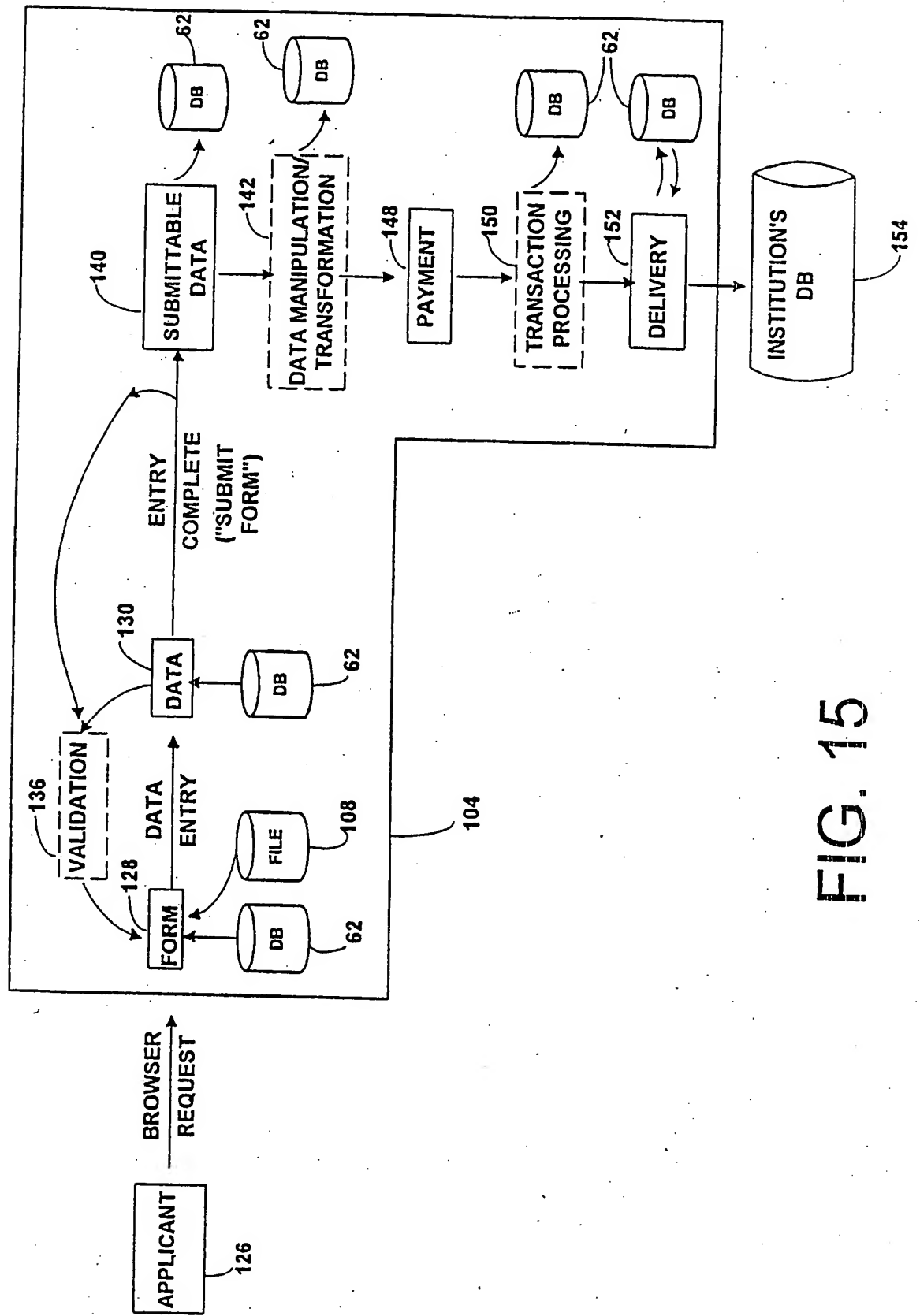


FIG. 15

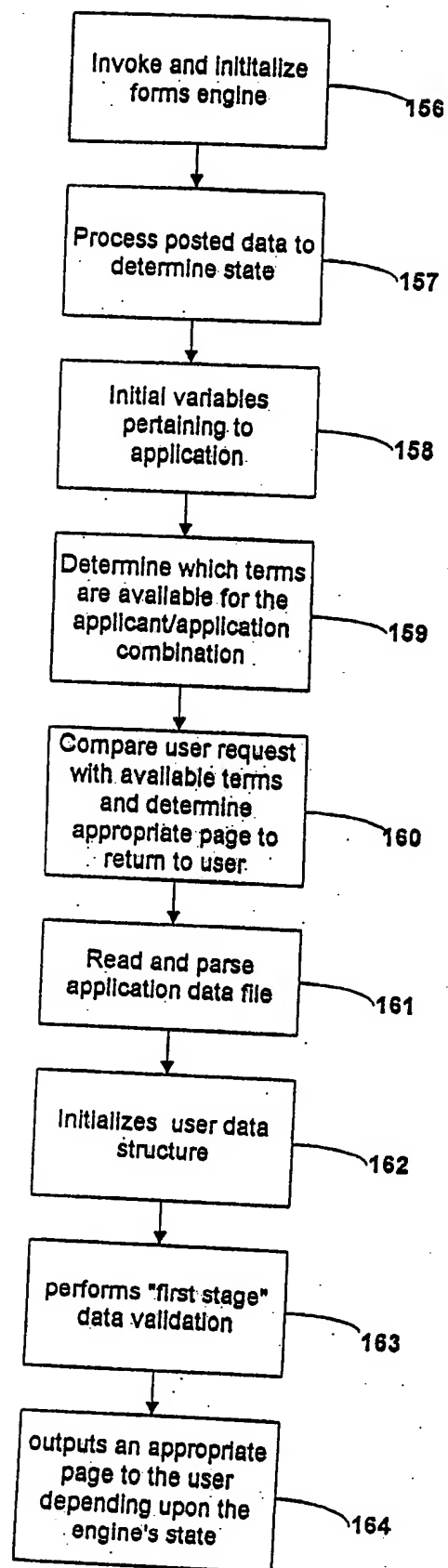
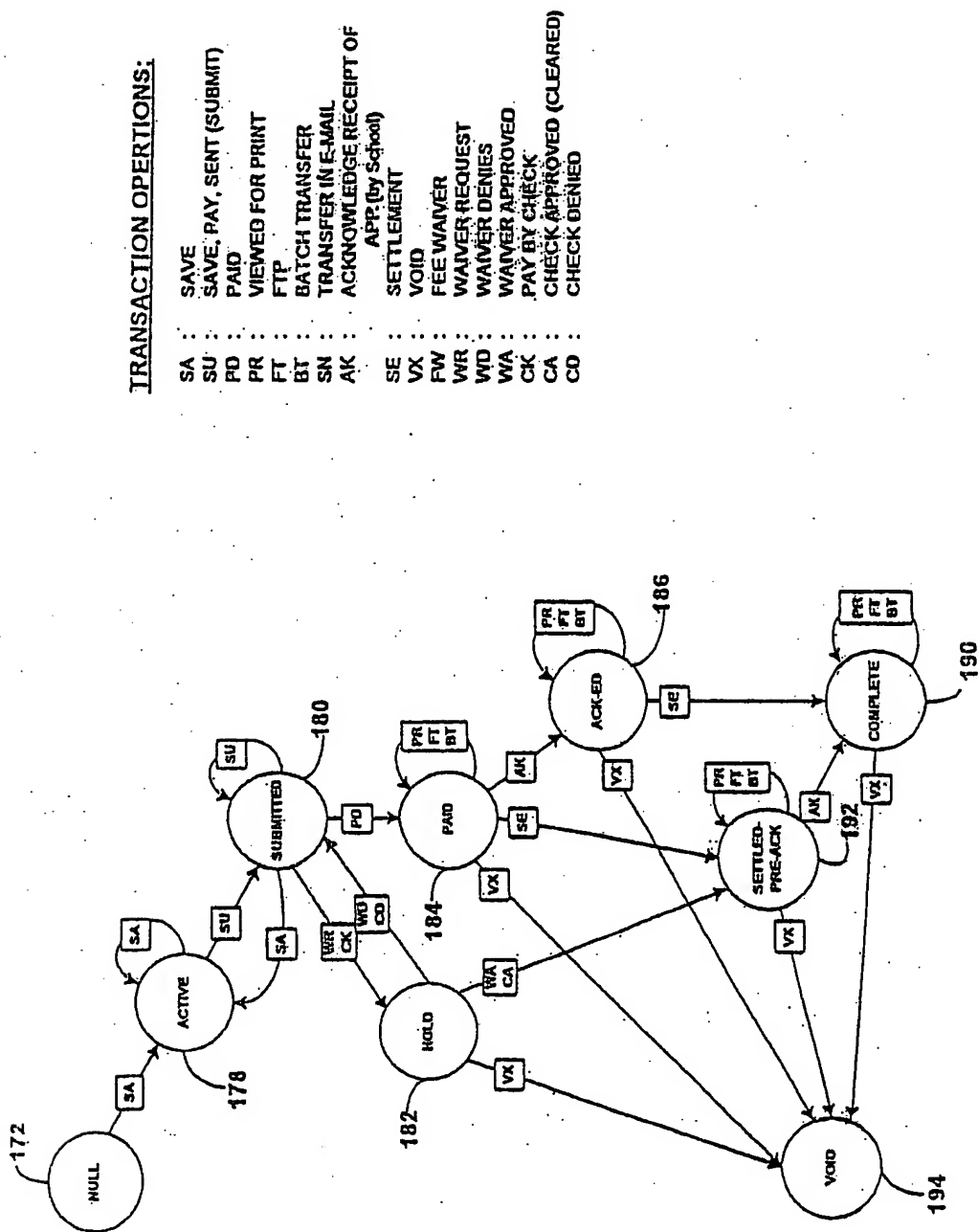


FIG. 16



**Fig. 17**

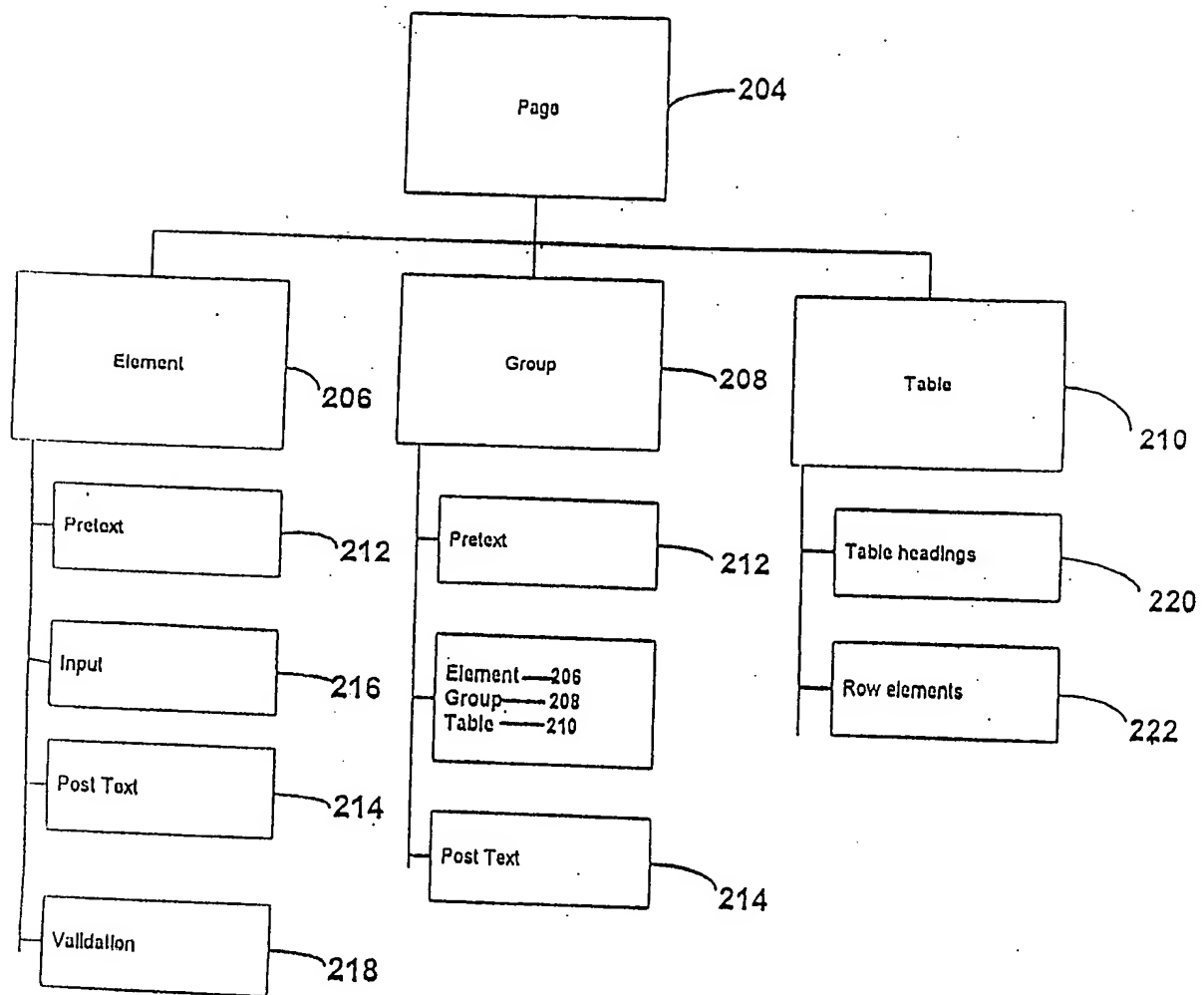


FIG. 18